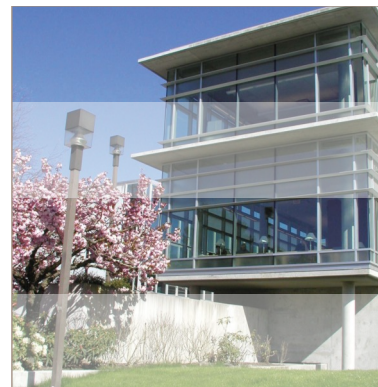


# OCCUPATIONAL HEALTH & SAFETY: MATRIX OF RESPONSIBILITY

BRITISH COLUMBIA  
INSTITUTE OF TECHNOLOGY

OCCUPATIONAL  
HEALTH & SAFETY

[bcit.ca/safetyandsecurity/  
safety](http://bcit.ca/safetyandsecurity/safety)



## BCIT Community



President	Executive Team	Directors/ Deans/ Registrars/ Man- agers	Program Heads/ Chief Instructors/ Supervisors	Employees/ Students/ Contractors/ Visitors
<p>Delegate OHS management responsibilities to the Director of Safety, Security &amp; Emergency Management</p> <p>Support employee &amp; student safety</p> <p>Measure overall OHS performance</p> <p>Identify provisions and allocation of resources for OHS</p>	<p>Ensure OHS management responsibilities are being performed in area of responsibility</p> <p>Monitor implementation of BCIT OHS Management System in area of responsibility</p> <p>Ensure OHS compliance in area of responsibility</p> <p>Review OHS performance in area of responsibility</p>	<p>Identify OHS management delegation in area of responsibility</p> <p>Ensure OHS programs are implemented &amp; functional (including OHS committees)</p> <p>Support OHS through allocation of appropriate resources</p> <p>Ensure risk identification, assessment &amp; control strategy is in place</p> <p>Ensure that OHS education/training is available to employees &amp; students</p> <p>Provide injury management program for employees</p> <p>Review OHS performance in area of responsibility</p>	<p>Maintain sufficient supervision for the OHS of employees &amp; students</p> <p>Develop safe work procedures &amp; ensure that they are followed</p> <p>Identification of hazards, assessment and risk control</p> <p>Ensure employees &amp; students are trained &amp; educated to be able to perform their work safely</p> <p>Reporting OHS risks or deficiencies to senior management</p>	<p>Take reasonable care of themselves &amp; others</p> <p>Comply with OHS policies, programs &amp; procedures</p> <p>Attend OHS training &amp; education provided</p> <p>Cooperate with management and staff nominated to elected OHS functions</p> <p>Use personal protective equipment provided</p> <p>Report unsafe conditions</p> <p>Report work related injuries/ illnesses</p> <p>Refuse unsafe work</p>

# Safety, Security & Emergency Management

Director, Safety, Security & Emergency Management	Manager, OH&S	OH&S Group	First Aid
Report to & advise the President & senior management on OHS policy & performance	Ensure institute OHS program is complete & meets legislative requirements	Act as a resource to the BCIT community in all areas related to OHS	Provide first aid treatment & arrange for further treatment as required
Ensure compliance with OHS regulations & policies	Ensure that investigations are completed & corrective actions are completed	Develop Institute OHS programs to ensure OHS compliance	Assist in emergency response
Complete & submit WorkSafeBC inspection reports	Ensure annual review of OHS documentation is completed	Annually review components of BCIT OHS procedures	Ensure that all related documentation is complete & that reporting processes are followed
Ensure that all major incidents are investigated and that deficiencies are addressed	Manage OHS Group (safety, hygiene, first aid, radiation & hearing conservation)	Attend OHS committee meetings as a resource	Ensure first aid qualifications & training are current
Provide direction for OHS Group	Ensure that there is a process for waste management & environmental protection	Provide relevant OHS services for the BCIT community  Provide reports regarding BCIT OHS program	Ensure first aid equipment is appropriately stocked after use